

**INSTRUCTIONS FOR COMPLETING THE NOTICE OF INTENT FOR  
DISCHARGES FROM MINERAL MINES, QUARRIES, BORROW PITS  
AND CONCRETE AND ASPHALT PLANTS**

**Who Must File**

The operator of a mineral mine, quarry, or borrow pit must submit a notice of intent (NOI) to obtain coverage under the NPDES General Permit for Discharges from Mineral Mines, Quarries, Borrow Pits and Concrete and Asphalt Plants (General Discharge Permit 00-MM). Operators of concrete plants that wash mixer trucks or equipment, or discharge excess feed water, must also submit a NOI for coverage under the General Discharge Permit for Discharges from Mineral Mines, Quarries, Borrow Pits and Concrete and Asphalt Plants. If you have a question as to whether you need this permit or any NPDES permit, contact the Maryland Department of the Environment, Wastewater Permits Program at 410-537-3634.

**Where to File**

Send the completed NOI with fee payment (if required) to:

Maryland Department of the Environment  
P.O. Box 2057  
Baltimore MD 21203-2057

**Required Information**

**I. Operator/Permittee Information**

List the legal name of the person, firm or other entity that operates the facility or site described in this application. The operator is the legal entity that controls the facility's operation. Use the full name and address of the operator. List the name and phone number of the person to contact concerning information on the NOI.

If the billing address is different from the operator address, include it here.

Enter the type of operator (private, federal, etc.).

Enter the Federal Identification Number used for tax purposes. This number is necessary if a refund is due to the facility.

Fill in the current registration number for the facility if it was registered under General Discharge Permit 95-GP-0008 (ex. 95-MM-xxxx). If the facility was previously covered under an individual NPDES permit, fill in the State number for that permit (ex. 97-DP-####).

Indicate whether you need a copy of the general permit.

## II. Facility Information

Facility/Site Location - Enter the facility's or site's official or legal name and complete street address, including (nearest) town or city, state, ZIP code, and county. Provide the latitude and longitude of the facility to the nearest 15 seconds of the approximate center of the site. The latitude and longitude can be found on a relatively detailed map such as an ADC (book) county map. **Attach a map of the facility, including discharge points(s).**

## III. Discharges

Enter the location of each outfall, and the type of discharge for each from the choices listed on the form. Enter the average flow from each outfall.

Enter the water body receiving your discharge, including a municipal storm sewer, if applicable. If you know the watershed basin code, enter it here.

List the acreage of disturbed area, including haul roads.

## IV. Required Fee Payment

Submit the first annual permit fee payment with the NOI form. The fee is based upon the facility's average daily discharge volume. Circle the amount submitted.

## V. Certification

The information submitted on the NOI must be certified to be true by a responsible corporate officer, partner, proprietor, or principal executive officer, or by a manager delegated to sign such documents according to the corporate procedures.

### **Anticipated questions and potential mistakes:**

1. Is this facility currently covered under other NPDES Permits?: If this facility has other permits for the discharge of wastewater, please list them here. Water appropriation or mining permits need not be listed. Although in some cases two NPDES permits are needed, this information is requested to help us avoid duplicating your permit coverage.
2. The following items must be included to complete the NOI.
  - A. Fee.
  - B. Map identifying the location of your facility.
  - C. Average flow from each outfall.
3. Notice to applicants for registration under the general permit for discharge from mineral mines, quarries, borrow pits, and concrete and asphalt plants:

At your request, MDE will provide you with an estimated date by which you can expect a decision on your registration under the general permit. If you do not receive a response by the date promised, and if the delay was our fault, we'll refund all or part of your permit application fee. However, if you fail to

provide us with the information we request, we will be unable to process your registration for the general permit quickly, and will not refund your fee.

If you would like an estimated date, include a written request for an estimated registration date with your NOI. Whether or not you participate, your permit application will be handled as efficiently as possible.

6. When your facility is registered under the permit, you will receive a notification letter with a registration number. Save this letter as proof of a valid discharge permit. You will not receive a permit with your facility's name.